



**TEA BOARD INDIA**  
14, Biplabi Trailokya Maharaj Sarani  
Kolkata-700001


Dated: 04.10.2024

**OFFICE ORDER NO. 13/2024**

In supersession of Office Order No.04/2024 dated 04.04.2024, and in exercising of the power conferred upon him under By-Law 45 and 46 of the Tea Board, By-Law, 1955, the Deputy Chairman, Tea Board has been pleased to delegate the following financial and administrative powers in favour of Shri Pranith Thapa, Development Officer attached to Board's Office, Mumbai for smooth functioning of the said office, subject to the condition that he will maintain the Imprest Account and also comply with the provisions of the Tea Act, 1953, Tea Rules, 1954, Tea Board By-Law, 1955 and other decision of the Executive Committee/Board with immediate effect:-

1	To sanction expenditure upto Rs.1,000/- on any one item per occasion (other than development work);
2	To hold an imprest amount not exceeding Rs.2,000/- (other than development work);
3	To sign cheque for any amount in each case (other than Development work) where sanction has been accorded from the Board's Head Office, Kolkata. In all such cases, the payment voucher must be accompanied with the copy of the sanction letter of Head Office.
4	To sign a single cheque to the extent of the exact amount towards payment of rent, tax, Municipal/water charges, electricity / telephone bills in respect of the Board's Office / Guest House, Mumbai as and when required.
5	To sign any document on behalf of Tea Board as an authorized signatory with prior approval from Head Office, Kolkata.
6	To sanction Casual Leave in respect of all staff members posted in Board's Office, Mumbai excepting himself.
7	Sanction T.A./L.T.C. advance in favour of all staff members posted in Board's Office, Mumbai excepting himself.

The above delegation of power is purely temporary and on ad-hoc basis.

  
(Dr. Rishikesh Rai)  
Secretary (I/C)

**Distribution:-**

1	Shri Pranith Thapa, Development Officer, Tea Board, Mumbai	
2	F.A. & C.A.O.	
3.	Controller of Licensing	
4	DDTP (ND)	
5	Accounts Officer (TC/JAG)	
6	In-charge of Imprest Wing, Kolkata	
7	PA's to Dy. Chairman/Secretary	
8	I.T. Cell	With the request to upload in Board's website
9	TBEA	
10	Estt. Branch	With spare copies.

**Ref. File No.7(1)/Estt/89/Part-II**